

**BY ORDER OF THE COMMANDER
GOODFELLOW AIR FORCE BASE**

**GOODFELLOW AIR FORCE BASE
INSTRUCTION 32-2001**



22 MAY 2013

Civil Engineering

FIRE PREVENTION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 17 CES/CEF

Certified by: 17 CES/CC
(Maj Kurt E. Muller)

Pages: 20

This instruction implements Air Force Policy Directive (AFPD) 32-20, *Fire Emergency Services*, and DoD Instruction (DoDI) 6055.06, *Department of Defense Fire and Emergency Service Program*. This instruction outlines the policies, responsibilities, procedures, and standards to provide maximum fire safety to all property on Goodfellow AFB (GAFB) and off-base support sites, and all personnel (military and civilian) permanently or temporarily assigned to GAFB. Military personnel are responsible for the actions of their families and guests on base. Ensure all records created as a result of processes prescribed in this publication are maintained according to AFMAN 33-363, *Management of Records*, and disposed of according to the Air Force Records Disposition Schedule (RDS), located at <https://my.af.mil/afrims/afrims/afrims/rims/cfm>. This instruction applies to all personnel assigned and attached to GAFB. It applies to Air Force Reserve Command (AFRC) and to Air National Guard (ANG) units gained by GAFB upon mobilization and when published in the ANG Master Catalogue. It also applies to contractor personnel and concessionaires working on Goodfellow AFB and off-base supported sites. Send requests for waivers to this regulation to the fire chief.

Paragraph 1 (Section 1) applies to all personnel. It places specific prohibitions on military personnel for which a violation is punishable under the Uniform Code of Military Justice (UCMJ), Article 92(1). Civilian employees who violate paragraph 1 are subject to disciplinary action under AFI 36-704, *Discipline and Adverse Actions*, or AFMAN 34-310, *Nonappropriated Fund Personnel Program Management and Administration Procedures*, as appropriate.

SUMMARY OF CHANGES

This document has been completely revised and must be completely reviewed for updated approving authority, office symbols, and references throughout this instruction.

1.	Prohibitions and Control of Smoking.	2
2.	Reporting Fires, Fire Drills, Fire Prevention Visits, Fire Extinguishers, and FES Support.	3
3.	Responsibilities, General Housekeeping, and Privatized Housing.	5
4.	Construction and Renovation, Exits, Stairs, and Halls, and Decorative Materials.	8
5.	Fireworks, Barbecuing, and Commercial Cooking and Dining Hall Facilities.	10
6.	Powered Mechanical Equipment, Electrical Systems and Appliances, Welding and	10
7.	Flammable Liquids, Hazardous Chemicals, and Storing, Handling, and Moving .	12
8.	Documentation and Forms.	13
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		14
Attachment 2—FIRE SAFETY CHECKLIST		17
Attachment 3—FIRE PREVENTION STANDARDS FOR CONTRACTORS		18
Attachment 4—CONFINED SPACE REQUIREMENTS		20

1. Prohibitions and Control of Smoking.

1.1. Prohibitions. All personnel are prohibited from:

1.1.1. Cooking in dormitories without proper authorization (unless stove and/or microwave are provided). Reference AFI 32-6001_GOODFELLOWAFBSUP, *Family Housing Management*.

1.1.2. Unattended cooking in government facilities is strictly prohibited, to include dormitories and base housing.

1.1.3. Interfering with a senior fire officer or fire crewmember at the scene of an emergency.

1.1.4. Falsely reporting a fire by any means.

1.1.5. Blocking, obscuring, or tampering with any fire protection system, reporting device, or equipment in any facility including sprinkler heads, heat detectors, and smoke alarms.

1.1.6. Setting incendiary fires (arson).

1.1.7. Storing material in furnace, mechanical, equipment, or boiler rooms, and in attics with the exception of filters. Civil Engineer or Fire Emergency Services (FES) personnel are the only personnel authorized to have keys for these rooms.

1.1.8. Using candles, incense or similar open flame devices, unless as authorized in paragraph 4.3.2.

1.1.9. Blocking fire hydrants, fire department connections or fire lanes by any means.

1.1.10. Renovating or altering the interior of any facility that will interfere with the operation of fire protection equipment or hamper access to the equipment.

1.1.11. Parking vehicles or placing obstructions within 15 feet of fire hydrants or fire department sprinkler and standpipe connections.

1.1.12. Driving over fire hoses during fire emergencies or training exercises.

1.2. Smoking and Smoking Materials.

1.2.1. Smoking is prohibited in all areas of AETC facilities except as authorized by AFI 40-102, *Tobacco Use in the Air Force*, which provides smoking areas for Goodfellow AFB.

1.2.2. Facility managers will make sure outside smoking areas are policed and inspected periodically each duty day and at the end of each shift. The using organization will provide suitable noncombustible ashtrays and butt cans for disposal of smoking materials. Other prohibitions concerning smoking and smoking materials:

1.2.3. Smoking is only allowed in designated areas.

2. Reporting Fires, Fire Drills, Fire Prevention Visits, Fire Extinguishers, and FES Support.

2.1. Reporting Fires. Immediately report any fire, regardless of the size or monetary loss, to the fire department. Any person discovering a fire or smelling unexplained smoke, odor, or fumes must alert all facility occupants and call (or direct someone to call) the FES. If the fire is in its early stage, try to extinguish the fire with a fire extinguisher until FES personnel arrive.

2.1.1. Activate a manual fire alarm box (located near most exits), by following the directions on the box. Follow up the alarm activation with a telephone call to the Emergency Communications Center (ECC).

2.1.2. Call the ECC at extension 911 or by cell phone emergency number at 654-7000/7001. Give the type of fire (building number and area or any other information to pinpoint the location of the fire). Give your name, grade (military or civilian personnel), and organization. Go to a location where you can meet and direct fire department personnel to the fire scene. Notify FES if anyone is still in the facility.

2.1.3. Fire hydrants will only be used by FES personnel. Any other use must have the approval of the senior fire officer on duty. It is the building manager's responsibility to ensure that fire hydrants in their area are free of obstructions. This also applies to military family housing. The unit next to the hydrant will be responsible for keeping it clear.

2.2. Fire Drills.

2.2.1. The facility manager will conduct a fire evacuation drill at least once every quarter for buildings of public assembly. National Fire Protection Association (NFPA) 101, *Life Safety Code* defines public assembly facilities as all buildings or portions of buildings used for gatherings of 50 or more persons for such purposes as deliberation, worship, entertainment, dining, amusement, or awaiting transportation. Building evacuation is not required in public assembly buildings during such drills. See AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, paragraph 6.2.15 for specific requirements.

2.2.2. All other facilities require annual fire drills to be conducted.

2.2.3. Coordinate and schedule all fire drills requiring the use of building fire alarm systems with the fire department at least 48 hours before conducting the fire drill. Call the Fire Prevention office at 654-5577 or 654-3539 to schedule fire drills.

2.2.4. No notice fire evacuation drills may be conducted to ensure personnel readiness. Drills shall be conducted at various times of the day.

2.3. Fire Prevention Assessments. Fire prevention visits, identification/documentation of fire hazards, and management of documented fire hazards will be conducted and processed by the FES as directed in AFI 32-2001, *Fire Emergency Services Program*.

2.4. Fire Extinguishers.

2.4.1. Fire extinguishers are placed in buildings in compliance with Department of Defense, Air Force, and NFPA criteria. The FES oversees the installation extinguisher program and is the authority for all matters involving fire extinguishers. Do not remove or relocate fire extinguishers (except for servicing) without prior approval from the installation fire chief.

2.4.2. Unit commanders will conduct investigations of repeatedly damaged or misused portable fire extinguishers.

2.4.3. Organizations, through their facility managers, will budget for the maintenance, repair, and replacement of facility fire extinguishers. When fire extinguishers are removed for servicing, they will need to be replaced with temporary fill-ins until the permanent extinguishers are returned. The FES will keep a small supply of spare extinguishers on hand for temporary use, as required.

2.4.4. Facility managers will be responsible to take any extinguisher that has been used, discharged, or shows signs of damage to an authorized servicing location for repair.

2.4.5. After initially being placed in service, fire extinguishers must be serviced at six-year intervals as a minimum, and hydrostatically tested at 12-year intervals, by a qualified fire extinguisher servicing company. The company will post the service date on the extinguisher with either a label or service tag.

2.4.6. Annually, the facility manager must ensure the absence of rust and dents, confirm all labels and instructions are legible, the extinguisher is fully charged, seals and pins are in place, nozzle is free of debris, and sufficient extinguishing agent is contained in the cylinder (determine by lifting).

2.4.7. Facility managers will ensure a visual inspection is performed monthly and documented for all fire extinguishers under their control. Tags attached to the fire extinguisher documenting monthly checks are available from the Fire Prevention office.

2.4.8. Fire extinguisher information to be kept on file by the facility manager includes:

2.4.8.1. Serial number.

2.4.8.2. Location.

2.4.8.3. Last date service was performed.

2.4.8.4. Date servicing is required.

2.4.8.5. Date hydrostatic testing is required.

2.4.8.6. Date maintenance is required.

2.4.9. Refer questions regarding fire extinguishers including the need for size, type, and maintenance to the FES (654-3532).

2.5. Authority to Commandeer. The fire chief (or senior on-scene fire official acting for the base fire marshal) may commandeer available military vehicles, equipment, materials, and personnel necessary to promptly control and extinguish fires and rescue personnel.

2.6. Emergency Crews.

2.6.1. The Base Civil Engineer (BCE), Deputy BCE, or Civil Engineer Unit Control Center (UCC) Chief will assign a civil engineer emergency crew to report to the scene of an emergency situation when requested by the Incident Commander. The crew will take necessary equipment to immediately disconnect electrical services and shut off the gas supply and other support actions as directed by the on-scene senior fire officer.

2.6.2. The Goodfellow Clinic will dispatch the medical response team to any emergency situation when requested by the senior on-scene fire official.

2.6.3. The senior fire officer shall make requests for ambulance support using guidance provided by the 17th Medical Group Emergency Medical Services (EMS) Medical Director. The civilian ambulance will be escorted to the scene by the 17th Security Forces and will contact the senior on-scene fire official for instructions.

2.7. Traffic Control.

2.7.1. All personnel and vehicle drivers will yield the right-of-way to firefighting equipment responding to an emergency. If you are the driver of a motor vehicle or motorcycle and you hear the siren or see flashing lights, move your vehicle to the far right side of the road, come to a complete stop, and stay in that position until all emergency vehicles have passed. Stop at emergency vehicle access traffic lights on Kearney Boulevard and Vance Street until flashing beacon is turned off.

2.7.2. Upon notification of a fire or other emergency situations, the Security Forces desk sergeant will dispatch sufficient patrols to the scene to provide traffic and personnel control. The patrol will keep personnel not involved with the emergency back at least 300 feet (or as directed by the senior on-scene official) from the fire fighting operation.

3. Responsibilities, General Housekeeping, and Privatized Housing.

3.1. Responsibilities. To prevent the unnecessary loss of life and property, each organization must carry out a continuous fire prevention program. Commanders and supervisors at all levels will ensure sound fire prevention procedures are established and practiced in their area of responsibility. This will help to eliminate fire hazards and unsafe conditions. All military and civilian personnel will actively assist and participate in the fire prevention program. Promptly report hazards and deficiencies to the proper authority for corrective action.

3.1.1. The fire prevention responsibility of civilian contractors and concessionaires are the same as for all military and civilian personnel. FES personnel will brief contractors on the contents of this instruction (see Attachment 3) before they begin work on Goodfellow AFB or on off-base supported sites. When working in confined spaces on base or the recreation camp, it is required for contractor, military, and civilian personnel to comply with requirements of Attachment 4 prior to starting any job.

3.1.2. Supervisors at all levels will:

3.1.2.1. Inform the FES about fire hazards that cannot be corrected by unit personnel.

3.1.2.2. Immediately inform the FES about any installed fire protection systems which may have been damaged (by accident or by contact with handling equipment).

3.1.2.3. Request FES personnel provide appropriate fire prevention lectures and demonstrations. Schedule lectures to obtain the largest audience. **NOTE:** FES assistance is not intended to be the primary source of training, but rather a supplemental source of new information.

3.1.2.4. Ensure all assigned personnel receive a complete fire prevention briefing and enforce sound fire prevention practices in their work area within 30 days of employment.

3.1.2.5. Ensure fire prevention inspections are performed in facilities where rooms or areas are continuously locked. This is the responsibility of the supervisor maintaining the secured room or area. Make sure all areas are accessible for FES personnel to perform scheduled fire prevention visits.

3.1.2.6. Ensure a copy of this regulation is readily accessible to all personnel in work areas and dormitories.

3.2. Fire Prevention Visits/Reports.

3.2.1. The fire prevention specialist will conduct fire prevention visits. The facility manager or an alternate designated by the facility manager at the time of inspection shall accompany the fire prevention inspector. If a hazard exists, it will be annotated on AF 1487 ACES FD generated, *Fire Prevention Visit Report*.

3.2.2. Facility managers will manage corrective actions and annotate them on the reverse side of AF 1487 ACES FD generated, file a copy of the report, and forward the original report to the functional manager.

3.2.3. The functional manager will review and sign the report and send the finalized report to 17 CES/CEFP by the suspense date.

3.2.4. Fire hazards noted on AF Form 1487, which are not corrected before suspense date, shall be reported through command channels to the installation commander.

3.2.5. All fire hazards that are classified as Risk Assessment Code (RAC) 1, 2, and 3 and not corrected within 30 days shall be processed as outlined in AFI 91-202, *The US Air Force Mishap Prevention Program*.

3.2.6. Fire Safety Deficiencies noted during inspections shall be processed IAW AFI 32-10141, *Planning and Programming Fire Safety Deficiency Correction Projects*.

3.2.7. Supervisors shall ensure all newly assigned personnel receive training within 30 days after reporting to work. See AFI 91-301 for specific requirements and documentation.

3.2.8. Facility managers will ensure all personnel assigned to the facility are familiar with the contents of this instruction. Also, ensure all assigned personnel know how to report a fire, activate and sound the building fire alarm, locate and use fire extinguishers, and locate exits.

3.2.9. Facility managers will ensure each assigned building has a current Emergency Action Plan (EAP) in place and that it is posted in an obvious location. It is the facility manager's responsibility to ensure all building tenants are made aware of the EAP. This plan shall contain, but is not limited to the following: fire response procedures, evacuation routes, and primary and alternate rendezvous points with diagrams. Additional information may include items such as: adverse weather response, shelter in place, bomb threat procedures, and active shooter response. Contact the Fire Prevention office for examples and templates.

3.3. Managers and Supervisors of Public Assembly and Recreational Facilities.

3.3.1. Develop a written fire prevention and fire reaction training program for employees complying with AFI 91-203. Document quarterly employee fire drills (building evacuation not required for patrons only). Use AF IMT 1085, *Fire Protection Training*, or computer-generated product to document and certify all training for employees. Fire Prevention will maintain a folder on calibration of deep fat fryers, kitchen hood and duct cleaning receipts, and hood chemical system inspection.

3.3.2. Provide fire extinguisher and fire alarm system training for employees. Ensure employees working in the kitchen receive training semiannually on the kitchen hood chemical suppression system. The fire prevention section can assist you if required by contacting them at the fire department.

3.3.3. Use decorative materials as specified in paragraph 4.3.

3.3.4. Designate personnel authorized to conduct fire safety inspections at the close of each business day. Prepare a checklist (similar to the one shown in Attachment 2 – AF 2519, *All Purpose Checklist*) to use when securing the facility.

3.4. General Housekeeping.

3.4.1. Do not place hazardous chemicals or liquids in dumpsters intended for the collection of trash.

3.4.2. Open burning on base is prohibited without permission from FES. If necessary, contact the Fire Prevention office at 654-5577 for permission.

3.4.3. Do not use janitorial closets as trash collection points. **NOTE:** Janitors and contract cleaners must keep their closets clean and use them only to store janitorial supplies.

3.4.4. Do not allow trash to be stored or accumulated in buildings. Immediately before securing an office, responsible supervisors will make sure all trash and waste containers are emptied into outside metal trash receptacles. This does not apply to personnel in facilities with janitorial services, unless the trash or waste containers are overflowing. Paper or cardboard trash containers are not allowed.

3.4.5. Do not permit oil rags, clothing, paint rags, or other materials subject to spontaneous combustion to accumulate in buildings. Do not place such materials in containers with other combustibles. Containers for saturated rags or clothing must have metal self-closing lids and be labeled "clean rags" or "dirty rags."

3.4.6. Remove sawdust and chips from all woodworking shops at the close of each workday.

3.4.7. Do not allow lint to accumulate around clothes drying units at any time. All gas and electrical clothes drying units must be vented to the outside. Clean lint filters on clothes dryers after each load.

3.4.8. Storage is not permitted under floors, above ceiling, or in mechanical rooms. Storage is not permitted under stages of clubs, recreation centers, or theaters. Storage is not allowed within 18 inches of ceiling or bottom of fire sprinkler head.

3.4.9. Do not obstruct aisles used for access to exits or fire safety equipment.

3.4.10. Keep soiled linen, rags, sheets, and tablecloths in closed metal containers or approved hampers. During clean up, do not dump ashtrays onto tablecloths. Dispose of smoking materials as directed in paragraph 1.2.

3.4.11. Keep storage of bulk steel wool to a minimum. Store loose portions of steel wool in a properly marked metal container with a self-closing lid.

3.4.12. Keep accumulated packing materials (i.e., Styrofoam packing, excelsior, shredded paper) in a metal container with a self-closing lid. Large containers will remain covered and equipped with fusible links that automatically close in case of fire. Do not store packing materials in such volume the covers will not close properly.

3.5. Privatized Housing. Privatized housing contractor provides fire safety instructions.

4. Construction and Renovation, Exits, Stairs, and Halls, and Decorative Materials.

4.1. Construction and Renovation of Base Facilities. The fire chief (or designated representative) will review, while in the planning stages, all new construction and alterations to existing facilities. The fire chief will determine the adequacy and conformity of established fire protection standards. AF 332, *Base Civil Engineer Work Request*, will be prepared and submitted to 17th Civil Engineer Squadron Customer Service Desk as required by AFI 32-1001, *Operations Management*. The fire protection flight shall be consulted prior to any construction, renovation, or self-help project execution.

4.2. Exit Doors, Stairways, and Hallways.

4.2.1. Do not lock, bolt, fasten, or obstruct an exit door in any way so that it cannot be easily opened from the inside. An exit door shall be easily opened by the use of the ordinary door latch, doorknob, or panic hardware release device. Only one locking device is authorized per door according to NFPA 101, *Life Safety Code*.

4.2.2. In each room where furniture is used (tables/chairs), supervisors must make sure personnel always have ready access to each exit. Make sure aisles leading directly to exits have at least 44-inch clearances and are never obstructed by any object.

4.2.3. Do not use stairways, hallways, corridors, vestibules, balconies, or bridges leading to a stairway or exit (either interior or exterior) in any way that will obstruct their use as exits or cause a hazardous condition.

4.2.4. Any door approved by letter from the fire prevention office to be blocked must have the words "DOOR BLOCKED" in letters not less than 3 inches high and 1 inch wide in contrasting colors on both sides of the door.

4.2.5. Personnel shall not tamper with doors or shutters equipped with fusible links or other safety devices, nor obstruct such a door or shutter in any manner that could prevent it from closing.

4.2.6. Keep fire doors, smoke doors, or shutters in good condition. Do not remove them or penetrate them without approval from the fire chief.

4.2.7. Doors designed to be kept normally closed as a means of egress, such as a door to a stair enclosure or horizontal exit shall be a self-closing door and shall not at any time be secured in the open position. **Exception:** When provided with automatic door closures that comply with NFPA 101.

4.2.8. Adequate space will be maintained in all storage rooms/areas according to NFPA 1, Chapter 34, *General Storage*.

4.3. Decorative Materials.

4.3.1. Before buying decorative materials to be used as wall coverings or around exits, personnel should first call the fire prevention office for information on the fire safety of the materials. For assistance regarding acceptability of decorative materials as it regards to fire codes, contact the fire prevention section.

4.3.2. The use of candles and open flames are only authorized for religious services in base chapels. Candles may be used in places of public assembly if they are the safety type with globes and holders only after receiving written approval from the fire prevention office.

4.3.3. Do not use combustible decorations such as cardboard boxes, wood products, straw, hay, or similar materials for festive decorating. Place all decorations where they will not obstruct or block access to exits. All artificial decorations must be listed/labeled by a nationally recognized testing agency such as Underwriters Laboratory (UL) or Factory Mutual (FM).

4.3.4. Use all electrical appliances according to manufacturer's instructions. Refer to paragraph 6.3 for proper usage of surge protectors and electrical extension cords.

4.3.5. FES personnel should inspect all public assembly facilities before major social events. Facility managers will notify the fire department of major events at which temporary decorations or unusual arrangements are involved. The best way to do this is by memorandum on a monthly basis.

5. Fireworks, Barbecuing, and Commercial Cooking and Dining Hall Facilities.

5.1. Fireworks. The term “fireworks” for the purpose of this instruction includes any combustible or explosive composition, substance or articles, prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation. Only personnel authorized by the 17th Mission Support Group Commander (17 MSG/CC) may be allowed to use fireworks on base, or at Goodfellow recreational areas. Pyrotechnics approved for use in entertainment shows or plays must be in compliance with state/federal regulations and coordinated through the fire prevention office.

5.2. Barbecuing. A responsible adult must constantly and cautiously supervise lighting and operation of a charcoal burner, grill, or similar appliance. Do not operate such appliances under carports, on balconies, stairs, or in enclosed areas. Keep barbecuing appliances at least 15 feet away from any facility. **CAUTION:** Use only approved starting fluid to start barbecue fires. Never use gasoline. Do not store charcoal, charcoal lighter fluid, or propane canisters in dormitories, on balconies, or under stairwells.

5.3. Commercial Cooking and Dining Hall Facilities. Managers of commercial cooking facilities and dining halls will comply with AFI 91-203 and with NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*.

5.3.1. Cooking is not permitted under vapor removal systems without the proper filters installed and vapor removal fans turned on.

5.3.2. Operators must thoroughly clean all installed grease filters, grease catch pans and grease exposed surfaces of kitchen hoods daily (or more often if necessary) to prevent grease accumulation. Grease filters will be cleaned daily by running them through clippers or other hot water cleaning methods. **NOTE:** Spare filter sets are required in kitchens that are operated continuously.

5.3.3. Deep-fat fryers must be equipped with a primary thermostat of 400 degrees and a secondary thermostat. The secondary thermostat must ensure the temperature of the liquid does not exceed 475 degrees Fahrenheit (**Exception:** Electronic controlled thermostats only require primary thermostat inspection of 400 degrees). This maximum temperature includes the additional rise that occurs for several minutes after the secondary thermostat de-energizes the unit. If a unit fails to function within maximum temperature of 475 degrees Fahrenheit, immediately remove it from service. **NOTE:** A qualified person must test thermostats annually. A fire inspector must witness the test. Documentation will be placed on a metal tag and installed on each unit.

6. Powered Mechanical Equipment, Electrical Systems and Appliances, Welding and Cutting Operations, and Warehouse and Storage Facilities.

6.1. Powered Mechanical Equipment.

6.1.1. Do not store motor vehicles or lawn mowing equipment in buildings/facilities not specifically designed for such storage.

6.1.2. Do not refuel gasoline-powered mechanical equipment inside any building. Do not begin a refueling operation until the engine has been shut down and the ignition switch placed in the OFF position. Allow enough time for the engine to cool (about 30 minutes). If you spill fuel during servicing, do not try to start the engine until all traces of fuel have been removed. Fuel should only be transported in approved safety cans. Do not store or transport fuel in open containers. Siphoning of fuel is prohibited. Do not fill gasoline containers on plastic bed liners of vehicles. Turn off cellular phones when filling gasoline containers.

6.1.3. Store lawn mowers, outboard marine motors, powered garden tools, and other gasoline-powered engine equipment of 5 horsepower or less as follows:

6.1.3.1. Store in a well-ventilated area free of ignition sources and combustible materials.

6.1.3.2. After every use ensure it is clean and free of leaks.

6.1.4. Do not park vehicles and material-handling equipment inside buildings not specifically designed for that purpose. Submit all requests for parking vehicles inside facilities to the fire department for approval.

6.1.5. Installed woodworking machinery must be equipped with a dust removal duct system. Use of such machinery without such an exhaust system is prohibited.

6.2. Electrical Systems and Appliances.

6.2.1. Electric Projects. Only qualified licensed electrical contractors or civil engineer electric shop personnel will perform new installation or remodeling of electrical systems. Self-help electrical projects are prohibited unless specifically approved by the base civil engineer. Moving fire alarm system components is prohibited unless approved by the fire department. A qualified electrician will remove or tag all abandoned electrical wires. Contractors will comply with current edition of the National Electric Code (NEC).

6.2.2. Portable Electric Appliances. All portable electrical appliances must be approved by a nationally recognized testing agency:

6.2.2.1. Only portable heaters that are UL approved with a tip over safety shut-off will be allowed in offices to supplement a buildings heating system. The use of portable heaters is prohibited in all transient lodging facilities, dormitories, and bachelor officer quarters (unless approved by the Base Civil Engineer for temporary use during an outage). This includes combination fan/heater devices. Facility managers will contact CE customer service to address unsatisfactory climate control issues.

6.2.2.2. As specified in AFI 32-6001_GOODFELLOWAFBSUP, cooking appliances are only authorized in dormitories or lodging (1+1 or with Kitchenette).

6.2.2.3. Facility managers and building occupants will ensure heat producing electrical appliances are disconnected from power sources at the end of each workday or when not in use.

6.3. Electrical Extension Cords. The use of electrical extension cords is restricted as follows:

6.3.1. When used, surge protectors and electrical extension cords must not be run under rugs, hung over walls, run through doorways or windows, or placed in any manner that may subject the wire to physical damage. The maximum amperage rating of extension cord must not be less than appliance cord rating and cord must be UL approved.

6.3.2. The use of extension cords or surge protectors for use with coffee pots, microwaves, refrigerators, ice machines, freezers, toaster ovens, and window air conditioning units is prohibited. Comply with manufacturer's instructions when using surge protectors.

6.3.3. Do not use extension cords in place of fixed wiring. Use of extension cords must be on a temporary basis and unplugged after each use. Submit AF 332, *Base Civil Engineer Work Request*, to 17 CES if additional outlets are required.

6.3.4. Keep the use of extension cords to a minimum. Use only one continuous cord without splices. Do not piggyback extension cords or surge protectors.

6.3.5. Frayed or bare wiring will be replaced immediately or put out of service.

6.4. Light Bulbs.

6.4.1. Facility managers will ensure exit lights are inspected daily. Replace the bulbs immediately if not working. Check battery backup on exit lights monthly. If inoperative, contact the 17 CES Customer Service Desk at 654-3436.

6.4.2. Facility managers will inspect emergency lights monthly and replace fluorescent tubes as required. If inoperative, contact the 17 CES Customer Service Desk at 654-3436.

6.5. Circuit Breakers and Fuses.

6.5.1. A clear space of 30 inches must be maintained to the front and sides of electrical panels/circuit breakers boxes. NEC NFPA 70.

6.5.2. The use of multi-outlet plugs and similar items used in government facilities must be fused or supplied with a breaker, not to exceed 15 amps.

6.6. Welding and Cutting Operations. See AFI 91-203.

6.7. Warehouse and Storage Facilities. See AFJMAN 23-210, *Joint Service Manual (JSM) for Storage and Materials Handling*, and applicable guidance contained in the National Fire Codes.

7. Flammable Liquids, Hazardous Chemicals, and Storing, Handling, and Moving Explosives, Munitions, and Hazardous Materials.

7.1. Flammable Liquids. See AFI 91-203 and the National Fire Codes. The fire prevention office must approve all flammable storage containers through memorandum. For specific requirements regarding flammable and combustible liquids, see AFI 91-203. Approval request memorandum shall include nomenclature and maximum quantities of items stored. Memorandums must be renewed annually as a minimum or when there is a change in the contents or location of the container.

7.2. Hazardous Chemicals. Notify the ECC of the movement and location of large quantities of hazardous materials to and from storage areas on and off base. Refer to AFJMAN 23-210,

applicable AFOSH standards; TO 42B-5-1-2, *Gas Cylinders, (Storage Type) Use Handling and Maintenance*, and applicable guidance contained in the National Fire Codes.

7.3. Storing, Handling, and Moving Explosives, Munitions, and Hazardous Materials. See AFMAN 91-201, *Explosives Safety Standards*.

8. Documentation and Forms.

8.1. Documentation. All documentation created or prescribed by this instruction will be maintained per AFI 33-364, *Records Disposition—Procedures and Responsibilities*.

MARK T. DAMIANO, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 32-20, *Fire Emergency Services*, 21 Jun 2012

AFI 32-1001, *Operations Management*, 1 Sep 2005

AFI 32-10141, *Planning and Programming Fire Safety Deficiency Correction Projects*, 3 Mar 2011

AFI 32-2001, *Fire Emergency Services Program*, 9 Sep 2008

AFI 33-364, *Records Distribution, Procedures and Responsibilities*, 22 Dec 2006

AFI 36-704, *Discipline and Adverse Actions*, 22 Jul 1994

AFI 40-102, *Tobacco Use in the Air Force*, 26 Mar 2012

AFI 91-202, *The US Air Force Mishap Prevention Program*, 5 Aug 2011

AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, 15 Jun 2012

AFJMAN 23-210, *Joint Service Manual for Storage and Materials Handling*, 12 Apr 1994

AFMAN 33-363, *Management of Records*, 1 Mar 2008

AFMAN 34-310, *Nonappropriated Fund Personnel Program Management and Administration Procedures*, 28 Sep 2011

AFMAN 91-201, *Explosives Safety Standards*, 12 Jan 2011

CFR 1910.146, *Permit-Required Confined Spaces*, 27 Jun 1974

DODI 6055.06, *Department of Defense Fire and Emergency Services Program*, 21 Dec 2006

AFI 32-6001_GOODFELLOWAFBSUP, *Family Housing Management*, 22 May 2012

National Fire Protection Association (NFPA) 1, *Uniform Fire Code*, 2012

National Fire Protection Association (NFPA) 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, 2011

National Fire Protection Association (NFPA) 101, *Life Safety Code*, 2012

National Fire Protection Association (NFPA) 70, *National Electric Code (NEC)*, 2011

TO 42B-5-1-2, *Gas Cylinders, (Storage Type) Use Handling and Maintenance*, 30 Dec 1987

Adopted Forms

AF 3, *Hazard Abatement Plan*, 1 Oct 1986

AF 332, *Base Civil Engineer Work Request*, 1 Jan 1991

AF 592, *USAF Hot Work Permit*, 4 Sep 2012

AF 1024, *Confined Spaces Entry Permit*, 4 Sep 2012

AF 1085 (ACES generated), *Fire Protection Training*, 1 Jun 1987

AF 1487 (ACES generated), *Fire Prevention Visit Report*, 1 Jan 1999

AF 2519, *All Purpose Checklist*, 1 Nov 1991

Abbreviations and Acronyms

AFI—Air Force Instruction

AFJMAN—Air Force Joint Service Manual

AFMAN—Air Force Manual

AFOSH—Air Force Occupational and Environmental Safety, Fire Protection and Health

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

ANG—Air National Guard

BCE—Base Civil Engineer

CE—Civil Engineer

CFR—Code of Federal Regulations

DODI—Department of Defense Instruction

EAP—Emergency Action Plan

ECC—Emergency Communication Center

EMS—Emergency Medical Services

FES—Fire Emergency Services

FM—Factory Mutual

GAFB—Goodfellow Air Force Base

HQUSAF—Headquarters United States Air Force

MAJCOM—Major Command

MFH—Military Family Housing

NEC—National Electrical Code

NFC—National Fire Code

NFPA—National Fire Protection Association

OPR—Office of primary responsibility

OSHA—Occupational Safety and Health Administration

RAC—Risk Assessment Code

RDS—Records Disposition Schedule

UCC—Unit Control Center

UCMJ—Uniform Code of Military Justice

UL—Underwriters Laboratories

Attachment 2

FIRE SAFETY CHECKLIST

(AF IMT 2519, *All Purpose Checklist* Overprint)

ALL PURPOSE CHECKLIST		Page 1 of 1 Pages			
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA FIRE SAFETY INSPECTION (Facility Manager, Public Assembly)		OPR: 17 CES/CEF	DATE		
NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)	YES	NO	N/A	
	1. Is all cooking equipment clean and free of grease?				
	2. Is all trash removed and placed in approved containers outside the building?				
	3. Are all soiled linens stored in noncombustible closed containers?				
	4. Are all electrically operated devices not essential to the continuity of afterhours status, such as cooking equipment, juke boxes, TVs, etc., disconnected from the power source?				
	5. Have all cooking appliances been inspected to ensure they are in the off position and free of grease accumulation to include kitchen hood assembly and installed grease filter?				
	6. Have all rooms (including latrines) been inspected to ensure trash cans, and other combustibles debris have been placed in proper noncombustible containers? Are they at a safe distance and a designated area outside the facility?				
	7. Are all mops, brooms, and cleaning materials properly stored with storage room door closed?				
	8. Has the entire facility been checked to ensure no one is left in the building?				
	9. Have all doors and windows been locked?				
	10. Was a complete physical inspection completed and the facility left in fire- safe condition at the close of business?				

AF 2519, 19911101, V4

PREVIOUS EDITIONS ARE OBSOLETE.

Attachment 3

FIRE PREVENTION STANDARDS FOR CONTRACTORS

A3.1. These standards apply to new construction, reconstruction, demolition, rehabilitation, alteration, repair, and maintenance of facilities. They apply to facilities which will be constructed with military construction programs, operation and maintenance, or nonappropriated funds.

A3.2. Depending on the size of the project, either the contractor or person designated by the contractor is in charge of fire prevention. Responsibilities include making sure fire protection equipment is readily available and operational; supervising safe usage of portable heating equipment; and ensuring welding, cutting, and brazing operation are conducted as identified in paragraph A3.3.12.

A3.3. Contractors will implement the following fire prevention and protection measures:

A3.3.1. Brief employees on fire reporting procedures.

A3.3.2. Prohibit smoking except in designated smoking areas.

A3.3.3. Do not allow rubbish to be stored or accumulated within the building or in the immediate vicinity. Do not burn rubbish on the site.

A3.3.4. Do not store contractor materials and equipment in a location or manner that will create a fire exposure to facilities adjacent to the project site.

A3.3.5. Provide access for use of fire fighting vehicles to the immediate job site at all times. Establish vehicle parking control measures.

A3.3.6. Do not place materials, construction trailers or parked vehicles within 15 feet of hydrants or sprinkler connection or between hydrant and the centerline of the street.

A3.3.7. Make sure scaffolding, materials, or equipment will not block fire escape routes during performance of projects in occupied buildings.

A3.3.8. Store flammable liquids and other hazardous materials (paints, flammable thinners, gasoline, asphalt, and tar) in small-detached structures or out in the open and not inside main buildings. Use approved safety cans only to handle low flash point liquids that will be used inside buildings. Do not mix flammable paints and oils in the buildings. Limit the amount of such materials taken inside to the minimum requirements only.

A3.3.9. Do not locate construction office sheds, vans, or trailers within 30 feet of a building.

A3.3.10. Do not use makeshift salamanders to heat tar on this base. Use only oil or gas fired tar kettles that are Underwriters Laboratory (UL) listed. Do not leave tar kettles unattended when in use.

A3.3.11. Locate asphalt and tar in a safe place outside buildings or on a noncombustible roof that will avoid igniting combustible materials. Continuously observe kettles while they are in operation and provide metal covers for all kettles to smother flames in case of fire. Provide suitable fire extinguishers.

A3.3.12. Welding, cutting, and brazing operations will be conducted per AFI 91-203. Prior to starting welding and cutting activities outside approved shops, the activity supervisor will

obtain a written permit, AF 592, *USAF Hot Work Permit*, from the Base Fire Department. The contractor must comply with instructions on the reverse side of the permit.

Attachment 4

CONFINED SPACE REQUIREMENTS

A4.1. All personnel working on Goodfellow AFB will comply with OSHA Standards and Code of Federal Regulations (CFR) 1910.146 as well as AFI 91-203, *Confined Spaces*, concerning working in confined spaces. These standards identify a confined space as:

A4.1.1. A space large enough or configured that an employee can bodily enter and perform assigned work.

A4.1.2. A space within limited or restricted means of entry or exit (i.e., tanks, vaults, and pits).

A4.1.3. An area or space not designed for continuous employee occupancy. A copy of CFR 1910.146 and AFI 91-203 or information about can be obtained from the Wing Safety Office.

A4.2. After determining that the work is in a confined space, atmospheric testing must take place prior to entry into the space. If you determine the space requires a permit, an AF 1024, *Confined Spaces Entry Permit*, must be filled out prior to entering into the confined space. Also, the following agencies must be notified.

A4.2.1. Wing Safety 654-3894.

A4.2.2. Bio-Environmental 654-3126.

A4.2.3. Fire Emergency Services 654-3532.

A4.3. If you are unable to determine if you're working conditions are considered a confined space or you do not have the appropriate equipment to perform atmospheric testing, notify the Wing Safety Office before entering.